

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DIE
1026 C of C

EXTENSION

NO.

OTE 81-1083

DATE

12 Aug 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA
7D-18 Hqs14 AUG
1981

AM

2.

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10.

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15.

BA - Pls collect
all + give
to me on Monday

[Signature]

81-1688/1

OTE 81-1083

12 August 1981

MEMORANDUM FOR: Executive Officer to the DDA

STAT

FROM:

[REDACTED]

Director of Training and Education

SUBJECT:

Directorate of Administration Office Directors
Conference

REFERENCE:

Your Memorandum, dated 11 August 1981, Same Subject
(DD/A 81-1688)

I believe the following two topics would be of interest to the
DDA Office Directors:

- a. The NFAC reorganization and its implications (to be
addressed by an appropriate NFAC officer).
- b. The Senior Officer Development Course and new initiatives
in professional development training (DTE - 30 minutes maximum).

[REDACTED]

STAT